

**APPLETON WITH EATON PARISH COUNCIL**

c/o 26 Eaton Village, Eaton, Oxfordshire OX13 5PR

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**Members of Appleton with Eaton Parish Council**

**are summoned to the  
Annual Parish Council Meeting  
Monday, 15<sup>th</sup> May 2023  
at 7:15pm Village Hall**

**Members of the Public:** Members of the public are welcome to attend and may address the Council during the formal meeting under Public Participation. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

*Allison Leigh* – Parish Clerk

Wednesday, 10<sup>th</sup> May, 2023

**AGENDA**

**NB: Members of the Public are invited to the meeting if they wish to speak in the public session or as observers.**

**23/16. Election of Chairman of the Council**

**23/17. Election of Vice Chairman of the Council**

**23/18: Signing of Declaration of Acceptance Forms**

**23/19: Apologies for Absence**

**23/20: Declarations of interest**

**23/21: Public questions and statements:** Time is available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting. Members of the public wishing to speak should notify the Clerk in advance. Time given in total is 10 minutes.

**23/22: Reports from District and County Councillors**

**23/23: Minutes of the last meeting:** To approve and sign the minutes of the Parish Council Meeting of 3<sup>rd</sup> of April 2023 as a true record

**23/24: Clerk's report:** To review the Clerk's Report

**23/25: Internal Audit 2022/2023: To consider the following:**

- Detailed report from the Internal Auditor
- Annual Internal Audit Report 2022/2023

**23/26: Annual Governance Statement 2022/2023:** To consider and respond accordingly

**23/27: Annual Accounting Statements 2022/2023:** To consider and agree the Accounting Statements for the 2022/2023 financial year

**23/28: Statement of Variances:** To consider the Statement of Variances between 2021/2022 and 2022/2023

**23/29: Reserves:** To consider the Reserves at the end of 2022/2023

**23/30: Notice of Elector's Rights:** To consider the dates of the period of Notice of Elector's Rights

**23/31: Review and adopt the following:**

- **Standing Orders**
- **Financial Regulations**
- **Code of Conduct**
- **Privacy Notice**
- **Donation Policy**
- **Document Retention Policy**
- **Staffing Committee Terms of Reference**
- **Data Protection Policy**
- **Media and Press Policy**
- **Reserves Policy**
- **Freedom of Information Publication Policy and Scheme**
- **Asset Register**
- **Risk Assessment**
- **Equality Policy**
- **Complaints Procedure**

**23/32: Insurance Cover:** To ensure insurance cover is adequate

**23/33: Agree a Chairman's allowance:** To discuss whether the Chairman will have an allowance

**23/34: Dates of future meetings:** To agree that Parish Council Meetings occur on the second Monday of every month except in August and on a Bank Holiday.

**23/35: Review of Staffing Committee and Working Groups:** To review the Council's Staffing Committee and Working Groups

**23/36: Bank Mandate:** To confirm and/or change the bank signatories

**23/37: Finance**

**Recurring payments:** To confirm the following payments for 23/24

<b><u>Organisation</u></b>	<b><u>Element</u></b>	<b><u>Review Date</u></b>	<b><u>Approximate Amount for 23/24</u></b>
OALC	Membership	January 2024	166.82
SLCC	Membership	January 2024	88.00

Dark White Digital	Web hosting and WordPress Updates	January 2024	30.00/month
Open Spaces Society	Membership	January 2024	45.00
Credit Card Annual Fee	Bank fee	January 2024	72.00
Executive Alarms	Intruder alarm check for Pavilion	January 2024	100.00
GFA Premier	Fire extinguisher check and parts for Pavilion	January 2024	240.00
Confirm S137 expenditure 23/24	S137 (donations) allowable spend	January 2024	£9.93 x electorate of 760 = £7,546.80

- **Finance Report:** To review finance report and authorise payments
- **Donation:** Clean Slate

**23/38: .gov.uk email addresses:** To consider Parish Council email addresses

**23/39: Planning applications:** To discuss the following planning applications:

### Planning Applications

<u>Application number</u>	<u>Address</u>	<u>Details</u>
P23/V0879/HH	Rosehill Netherton Road Appleton OX13 5QW	Creation of a new window opening and enlargement of two windows on the front elevation, relocation of the front door, new cladding and render to the front elevation
P23/V0901/PDH	96 Netherton Road Appleton OX13	Two single storey rear extensions renewal of 17/V0144/PDH. <b>Note: There is no call for comment.</b>
P23/V1044/PDH	87 Eaton Road Appleton OX13 5JJ	Single storey rear extension with a pitched roof over. <b>Note: There is no call for comment.</b>

### Planning Decisions

<u>Application number</u>	<u>Address</u>	<u>Details</u>	<u>VoWHDC Decision</u>
P23/V0354/HH	96 Netherton Road Appleton	Two storey side extension to detached dwelling (previously consented under P16/V0074/HH)	Planning permission has been granted.

**23/40: Future of the Pop-Up Café:** To discuss the future of the Pop-Up Cafe

**23/41: Footpaths:** To discuss the role of the new footpaths wardens

**23/42: Maintenance of the War Memorial:** To discuss the ongoing maintenance of the War Memorial

**23/43: Thank you to Coronation volunteers:** To consider a letter from the Parish Council thanking Coronation volunteers

**23/44: Eaton Defibrillator:** To consider the quotations for the defibrillator for Eaton and a grant application to Oxfordshire County Councillor's Priority Fund

**23/45: Publications and correspondence:** To discuss any publications and correspondence received.

- **Gigaclear:** To consider the correspondence with regards to Gigaclear and consider a letter from the Parish Council to Gigaclear
- **Thames Path:** To consider the correspondence requesting the Parish Council writing a letter with regards to access to the Thames Path
- **SSE:** To consider the correspondence requesting the Parish Council write to SSE with regards to the numerous recent power cuts
- **NB: If you wish to have your correspondence considered at the meeting, please send it to the Clerk by 5pm on Friday.**

**23/46: Website and Advertiser:** To discuss any items to be put on the website and in the Advertiser

**23/47: Matters for report:** To raise matters for discussion without decision or items for the next meeting

**23/48: Date of the next meeting:** To confirm the date and location of the Parish Council Meeting as the 12<sup>th</sup> June 2023 at 7:15pm in the Village Hall

**Note on Declarations of Interest:**

*(i) Under Where a councillor or co-opted member has a disclosable pecuniary interest (of which they are aware) in any matter being considered, they must disclose that interest to the meeting. It is essential that councillors and co-opted members do this clearly, in order that the disclosure may be recorded*

*(ii) Members must disclose the interest at any meeting of the council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive' interest. Following any disclosure of an interest not on the council's register or the subject of pending notification, members must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.*

*(iii) Unless dispensation has been granted, members may not participate in any discussion of, vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State. They must withdraw from the room when the meeting discusses and votes on the matter.*

*(iv) The national rules about disclosable pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464).*